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| **Job Title:****Department:****Reports To:****FLSA Status:** | **Prepared By:****Prepared Date:****Approved By:****Approved Date:** |

**Purpose:**

**Essential Duties & Responsibilities:**

**Competencies:**

**Better Health**

We develop ourselves and others by continually improving health through all aspects of physical and mental well-being.

**Service**

We are committed to customer service excellence. We are attentive to detail and accuracy and we look for improvements continuously. We monitor quality levels, find root cause of quality problems, and own/act on quality problems.

**Collaboration**

We work well with others and display team-oriented behaviors in all our interactions; we actively work to create a win-win environment, and we treat customers and other partners with respect.

**Innovation**

We generate new ideas and challenge the status quo. We support change, solve problems creatively, and encourage creativity in others.

**Caring**

We actively demonstrate concern for others, and we show respect for our customers, coworkers, and business partners.

**Integrity**

We deal with others in a straightforward and honest manner. We are accountable for our actions; we maintain confidentiality, and we behave in a manner consistent with the company’s Code of Business Ethics and Conduct.

**Adaptability/Flexibility**

Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

**Communication**

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.

**Job Knowledge**

Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

**Problem Solving/Analysis**

Breaks down problems into smaller components, understands underlying issues, can simplify and process complex issues, understands the difference between critical details and unimportant facts.

**Productivity**

Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, handles information flow.

**Quality**

Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.

**Teamwork**

Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

*Minimum Requirements:*

* *Protecting God’s Children Training and Virtus on-line training*

*Desired Requirements*:

**Certifications, Licenses, Registrations:**

* Industry certifications are desirable (i.e. )

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position functions in an office environment with a controlled atmosphere building. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Diocese of Helena reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

I am able to perform the essential functions of this position with/without accommodations.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_